

14 May 1930

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NOTE FOR: 

SUBJECT: Filing Procedure

1. Inasmuch as we have just completed a major culling/reorganization of the files I wanted to reiterate the procedure we should all continue to follow in working with these files on a daily basis (to avoid any getting "lost" or stuck in the wrong place).
  - a. We maintain a set of "Possible" files broken down by country or functional area. A copy of the current list of them is attached.
  - b. These "Possibles" are never to be removed from the drawers.
  - c. Whenever we come up with a subject that we think should be covered in a briefing, a new folder is to be made, labeled with the topic of the briefing, and put in the "To Be Briefed" drawer.
  - d. Material to be included in this "To Be Briefed" folder should be extracted from the appropriate "Possible" file(s).
  - e. It is very unlikely that all of the material in any "Possible" file need be placed into a "To Be Briefed" folder, but it is likely that material from several "Possible" folders would be drawn upon.
  - f. If, when going thru a "Possible" file to locate any material relevant to a given briefing, we see that there is material that is dated or no longer relevant for whatever reason, please take the opportunity to remove it and give it to  for destruction.
  - g. Folders should not remain in the "To Be Briefed" drawer for extended periods. If it appears that one may be lingering there, let's decide what to do with it.
2. This is a turnover item. 

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